



Laxton
Junior School

OUNDLÉ

Admissions Finance Information

2020-2021

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Contents

Page

A	Fees	3
B	Payment	3
C	Payment Methods	4
D	Fees in Advance	5
E	Additional Charges	6
F	Insurances	6
G	Refund of Deposits	7
H	Catering	7
I	Who to Contact	7

Enclosures

Ref: C i)	Direct Debit form
Ref: C ii)	School Fees Plan leaflet
Ref: C iii) & iv)	Direct payment information card
Ref: C vi)	Third Party Settlement form
Ref: F i)	Insurance - Personal Accident Scheme
Ref: F ii)	Insurance - Personal Effects Scheme
Ref: F iii)	Insurance - Fees refund scheme
Ref: F iv)	Insurance - Fees refund request form
Ref: F v)	Insurance - Private medical AXA PPP

A Fees

Fees for September are notified to parents in June of each year, (so the fees shown below are the current year), prior to the issue of the July bill. You will also receive a letter from the Chairman of Governors before the Easter break giving an indication of any possible fee rise for the following year.

At Laxton Junior there are two levels of fees.

2019/20 Academic year fees	Term	Annual
Reception to Year 2	£3,865	£11,595
Year 3 to Year 6	£4,235	£12,705

B Payment

Fee bills are issued three times a year, for the Michaelmas, Lent and Summer Terms, know as 'Payment Terms'.

Fees and extras are payable before the first day of the term. This means that funds must be cleared into the School's account **on or before the last working day before the Term commences.**

All bills are issued prior to the start of each new term. A direct debit notification is issued approximately 10 days before collection with the date the bank will collect. An administration fee and interest is charged on late payments in accordance with the parent contract.

Fees and insurances are charged in advance along with extras incurred in the previous term.

Parents are encouraged to discuss any financial issues with the Head of Finance as early as possible if there is a potential delay in payment.

C Payment Methods

i) Direct Debit

Direct Debit is expected for all pupils joining the School. A form is included in this pack. Please complete it and return it to the Bursar's Office by 30th June at the latest, prior to a September entry.

Should there be a query on the bill which results in a credit, we will carry this credit forward to the next bill. If the credit is £100 or more, at your request, we will make a refund to your bank account rather than carry it over.

ii) Monthly Instalments

The School is unable to accept fees directly from parents by monthly instalment. However there is an option of using School Fee Plan (SFP), a third party company that offers a monthly instalment facility. Parents must sign a contract with SFP for either a 12 month (from September) or an 8 month contract (from January). SFP do not take on new parents for the Summer Term of each academic year. A leaflet is provided with this pack.

iii) Bank Transfers

In exceptional circumstances, and only with prior agreement of the Head of Finance, payments can be made by bank transfer directly to the School's bank account. Details of the bank account are provided with this pack. If a bank transfer is made, parents should ensure that they process the payment in sufficient time for funds to be cleared into the School's account prior to the due date for fees.

iv) Third Party Fees Settlement

It is assumed that all fee accounts will be settled from the personal accounts of parents or guardians unless you notify us by returning the Third Party Settlement form. The Fees Finance Assistant should be advised of any one-off payments from third parties.

v) Childcare Vouchers

The School does not accept childcare vouchers for School fees; vouchers are accepted for payment for the Griffin Club only.

D Fees in Advance

The School operates a Fees-in-Advance Scheme. This mechanism provides a tax efficient way of putting aside funds for education as the discount given is not subject to tax. Interest earned in other ways may be taxable.

Sums may be paid for a minimum of three to a maximum of fifteen payment periods. In exceptional circumstances, however, the School may consider fees in advance over the stated maximum of fifteen payment periods. These sums are invested and employed to cover all or part of a pupil's school fees.

A set discount is offered on sums paid in advance up to and including six payment periods.

Parents exercise choice in the fee inflation rate employed in the calculation - any variation between this and the actual fee rise is returned or charged to the fee bill in the year it crystallises.

Any profit or loss on the investment is retained or carried by the School, however the School does not aim to profit from the Scheme.

Individual quotations and detailed terms and conditions are available on request. Please contact the Bursary Finance Team for a quotation and copy contract.

Please note that quotations are valid for one month only.

E Additional Charges

Extras

Whilst the tuition fees cover the majority of costs of School life, there are a number of other expenses that are billed to parents.

The list below is to provide guidance as to the type of extra charges that may be incurred on the School bill. It is not intended to be exhaustive; if you are unsure whether something that is not on the list will be charged as extra, please do not hesitate to contact billing@oundleschool.org.uk

Academic Library books - Unreturned/Replacement Cost

Music Music lessons
 Instrument hire

Extra curricular School trips
 Some after school clubs

Trips

Trips must be paid for before the trip takes place. Payment can be made via the School bill or, if the fee is under £5, by cash/cheque to the school office. Refunds on trip payments are not given if a child is withdrawn from the trip for any reason.

F Insurances

i) Personal Accident Scheme

The School has a Personal Accident Scheme, which is included in the School Fees.

As parents of a new pupil about to enter Laxton Junior School, two insurances can be acquired to provide additional cover.

ii) Personal Effects Scheme

If you want to add Personal Effects Insurance, please complete the request form.

iii) Fees Refund Scheme

The School offers a Fees Refund Scheme to parents, which provides up to three terms' fees in the event of the accidental death of the paying parent, and reimbursement of fees paid if your child is absent from school owing to illness. The premium charged is calculated at 1.5% of the Tuition Fee. An explanatory information sheet giving full details of the scheme is enclosed.

iv) Request for Fees Refund Insurance Cover

If you want to add Fees Refund Insurance, please complete the request form.

v) Private Medical Insurance

Private medical (AXA PPP), is also offered and can be added to your bill. Should you wish your child to join AXA PPP, please complete the application form on the enclosed leaflet and return it to us; we will then add the premium, currently £112.00 per payment term, to your bill.

If you have any queries on any of the above insurance schemes, please do not hesitate to contact the Bursar's office.

G Refund of Deposits

In accordance with the Parent Contract, deposits paid on joining the School are refunded on the final July bill in the final year when the pupil leaves the School. They are not refunded on the April bill against the final tuition fees.

H Catering

Whilst lunch is provided, any special dietary needs (other than vegetarian) may incur additional cost, depending on the particular requirements or requests made. Should parents choose to opt out of the school lunch provision due to dietary needs, a rebate for the cost is not refunded.

I Who to Contact?

For all billing, payment, insurance, direct debit, fees in advance or difficulties with paying questions please contact the Bursary Finance Team on:

01832 273434 or billing@oundleschool.org.uk

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www.laxtonjunior.org.uk